

**The Department of Social Services
Job Opportunity**

Accounting Careers Trainee

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: December 4, 2006

Closing Date: December 18, 2006

The Department of Social Services is presently accepting applications to fill one (1) Accounting Careers Trainee position located in the Office of Quality Assurance in our Hartford Central Office. Position number 34314.

Open To: The Public and State Employees

Position: Accounting Careers Trainee

Bargaining Unit: Administrative and Residual (P- 5)

Salary Range: \$38,424.00 - \$48,1510.00 Annually (AR-15)

Location: 25 Sigourney Street, Hartford, CT 06106

PURPOSE OF CLASS:

In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

EXAMPLES OF DUTIES:

Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials

EXPERIENCE AND TRAINING:

Possession of a Bachelor's Degree in accounting or in a closely related business field with a least 15 semester hours in accounting.

PROMOTION:

Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

TERM OF APPOINTMENT:

Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class.

**SCHEDULE OF STARTING SALARIES
FOR
ACCOUNTING CAREERS TRAINEE**

Minimum Requirements	Hiring Rate	After Completion of 1 Year of Training
Bachelor's Degree with 15 Semester hours in accounting	Step 3	Step 5
Bachelor's Degree with 30 Semester hours in accounting	Step 5	Step 7
Master's degree in a related field And 15 credits in accounting	Step 5	Step 7
Master's Degree in a related field And 30 semester hours in accounting	Step 6	Step 7

Note: This position may be filled by a candidate from mandatory Re-employment and SEBAC Lists that we are obligated to use, or by a state employee who has attained permanent status in the classification and is eligible to transfer laterally.

APPLICATION PROCEDURE: Candidates should complete a State of Connecticut Application for Examination or employment (PLD-1) Application Form, which may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed PLD-1 to:

**Flora Alling, Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE DECEMBER 18, 2006 CLOSE OF BUSINESS.

An Equal Opportunity / Affirmative Action Employer